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From: Hanchett, James (DPH)
Sent: Thursday, October 13, 2011 9:46 AM
To: McGuire, Thomas M (DPH)
Subject: RE: New Purchasing System

Hi Tom,

Sharon and I place the orders. But we have a problem placing orders via the web. We are connected with a partial T1 (very slow) line that prohibits us from down loading large files.

Jim

From: McGuire, Thomas M (DPH)
Sent: Thursday, October 13, 2011 9:33 AM
To: Hanchett, James (DPH)
Cc: Danforth, Deborah (DPH)
Subject: New Purchasing System

Hi Jim,

The lab now has a new purchasing system that is web based that you can access from Amherst. I apologize for not letting you know sooner even with Debbie periodically reminding me. Who is responsible for placing orders for your area? I would like to get them trained as soon as possible so that you can start doing your requisitions in the new system.

Thanks